

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET					
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER							
RECOMMENDED											
4. TITLE						5. PAY PLAN		6. SERIES		7. GRADE	
8. WORKING TITLE						9. INCUMBENT (Optional)					
OFFICIAL											
10. TITLE Physical Science Technician											
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A		17. CLASSIFIER			
GS	1311		03	MONTH/DAY/YEAR		YES NO		FMB			
				01/15/03							
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)											
1st						5th					
2nd						6th					
3rd						7th					
4th						8th					
SUPERVISOR'S CERTIFICATION											
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.											
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature				23. Date	
21. Supervisor's Name and Title						24. Second Level Supervisor's Name and Title					
FACTOR EVALUATION SYSTEM											
FACTOR		25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS	
1. Knowledge Required		FLD 1-3		350		6. Personal Contacts		1			
2. Supervisory Controls		FLD 2-1		25		7. Purpose of Contacts		A		30	
3. Guidelines		FLD 3-1		25		8. Physical Demands		FLD 8-2		20	
4. Complexity		FLD 4-1		25		9. Work Environment		FLD 9-2		20	
5. Scope and Effect		FLD 5-1		25		27. TOTAL POINTS				27. 520	
Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300								28. GRADE		28. GS-3	
CLASSIFICATION CERTIFICATION											
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.											
29. Signature /S/ FRANCINE M. BENKO								30. Date 01/15/03			
31. Name and Title: Francine M. Benko, Human Resources Specialist											
32. Remarks FLSA: N Nonsensitive/Low Risk FPL: Standard Job#1311-03								33. OPM Certification Number			

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				03	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)																	
GS	1311		0002	PHYS SCI TECHNCN																	
6. HQ.FLD.CD. (1)		7. SUP.CD. (1)		8. CLASS STD. CD. (1)				9. INTERDIS. CD. (1)				10. DT. CLASS (6)									
1=HQ 2=FLD		8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA		5=Mgmt. CSRA 6= Leader LGEG 8=All Others				X=New Std. Applied Blank=NA				N=NO Y=Interdis				MO DAY YEAR 01 15 03					
11. EARLY RET. CD. (1)				12. INACT/ACT (1)				13. DT. ABOL. (6)			14. DT.INACT/REACT (6)			15. AGCY. USE (10)							
1=Primary 2=Secondary				3=Foreign Svc. Blank=NA				A I=Inactive A=Active				MO DAY YEAR			MO DAY YEAR						
16. INTERDIS. SER. (40)																					
(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)					
17. INTERDIS. TITLE CD. (50)																					
(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)					

C. INDIVIDUAL POSITION

1. FLSA CD. (1)		2. FIN. DIS. REQ. (1)				3. POS. SCHED. (1)				4. POS. SENS. (1)				5. COMP. LEV. (4)											
N E=Exempt N=Nonexempt		0 N 0=None 1=CD 219 2=CD 220 3=SF 278 4=AD 392 5=SF 849				A=Sched A B=Sched B C=Sched C				0=Excepted but not A, B, C				1N N 0=Nonsensitive 1=Noncritical 2=Critical Sensitive				03							
6. WK. TITLE CD. (4)		7. WK TITLE (38)																							
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)																	
1st		2nd		3rd		4th		5th		6th		7th		8th		0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE									
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1)		13. DUTY STATION (9)				14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)									
				Blank=N/A Y=Yes		State (2) City(4) Cnty(3)						MO DAY YEAR		Blank=N/A 1=PAS		MO DAY YEAR 01 15 03									
18. GD. BASIS. IND. (1)										19. DT. REQ. REC. (6)				20. NTE. DT. (6)			21. POS. ST.								
N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use										MO DAY YEAR				MO DAY YEAR			Y=Perm N=Other								
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																									
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.				Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.				Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change				5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.				9=Other									
23. DT. EMP. ASGN. (6)			24. DT. ABOL. (6)			25. INACT/ACT (1)			26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)			28. INT. ASGN. SER. (4)			29. AGCY. USE (8)							
MO DAY YEAR			MO DAY YEAR			A 1=Inact. 2=Act.			MO DAY YEAR																
30. CLASSIFIER'S SIGNATURE									31. DATE																

32. REMARKS

Standard Job #1311-03

A. MAJOR DUTIES

Performs standardized routines such as standardized tests, procedures, or operations which require a general knowledge of basic physical science and the ability to know when and how to resolve problems encountered or to make adaptations in the sequencing of the tasks performed.

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Prepares routine media and solutions by weighing and measuring constituents according to established methods. May prepare culture media, purity solvents by distillation, and perform other similar tasks.

Uses common laboratory equipment and apparatus to prepare various types of materials for use by others. Makes decisions on which established procedures to use.

Makes simple weighings and mixtures of stock solutions; receives, stores, transfers, and replenishes laboratory supplies, solvents and chemicals; maintains the immediate work area and laboratory equipment in a clean and orderly manner.

Assists in sample collection and prepares sample labels.

Keeps detailed records of experimental data and tabulates data using personal computers and software packages.

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-3: 350 pts)

General knowledge of the basic principles of physical science (e.g., chemistry, physics, etc.) to perform routine or recurring techniques and studies, record instrument readings, collect samples, take measurements, and recognize subtle variations in often repeated experiments.

Basic knowledge of processes, methods, and procedures necessary to perform the full range of duties in the assignment area. Basic knowledge of various types of solvents and standard chemical reagents.

Skill in the operation of basic equipment common to the specific area of research being conducted to perform routine tests or take measurements and readings.

Ability to keep exact and detailed records of data obtained from experiments.

Ability to operate a personal computer using word processing and/or other software programs.

2. SUPERVISORY CONTROLS (FLD 2-1: 25 pts)

All assignments are clearly defined and made with clear, specific, detailed instructions.

The incumbent works as instructed and consults with the supervisor or higher graded technician on all matters not specifically covered in the original guidelines or instructions.

The work is closely controlled through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

3. GUIDELINES (FLD 3-1: 25 pts)

Specific detailed guidelines usually provided verbally by the supervisor or higher graded employee, cover all assigned tasks.

The incumbent strictly adheres to these guidelines without deviation unless authorized.

4. COMPLEXITY (FLD 4-1: 25 pts)

Most assignments are directly related to routine tasks that are clear-cut and directly related.

Steps for completing assignments according to written and oral instructions are memorized.

There is little or no choice to be made in deciding what needs to be done. Work performed is quickly mastered.

5. SCOPE AND EFFECT (FLD 5-1: 25 pts)

The work involves the performance of specific routine operations that include a few separate tasks or procedures.

The purpose of this work is to provide a support service to others but has little impact beyond the immediate research unit or location.

6. PERSONAL CONTACTS and (1a: 30 pts)

7. PURPOSE OF CONTACTS

Contacts are primarily with other employees within the research location and facilities.

The purpose of the contacts is to obtain, clarify, or give facts or information. Regardless of the nature of those facts, the facts or information may range from easily understood to highly technical.

8. PHYSICAL DEMANDS (FLD 8-2: 20 pts)

The work requires some physical exertions, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (e.g., continuous testing of samples) contributes to the arduous nature of the job. In other situations, there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

9. WORK ENVIRONMENT (FLD 9-2: 20 pts)

The work requires moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, machines, with irritant chemicals, bacteria, or obnoxious odors. The incumbent is required to use protective clothing or gear such as masks, gowns, goggles, gloves.

**Physical Science Technician
GS-1311-03**

Standard Job #1311-03

C. OTHER CONSIDERATIONS (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities -- Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicator's License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____

TOTAL POINTS: 520 points
(GS-3 Range: 455-650 points)